

Complaint Investigation Report

Date of Report:

Investigator Name & Title:

1. Complainant Information

Name:

Department/Designation:

2. Respondent Information

Name:

Department/Designation:

3. Complaint Details

Description of Complaint:

Describe the nature of the complaint, including dates, times, and any relevant details.

Supporting Evidence or Documentation:

List any documents, emails, or other evidence submitted with the complaint.

4. Investigation Summary

Investigation Process:

Summarize steps taken during investigation (e.g., interviews conducted, evidence reviewed).

Interview Summaries (if applicable):

Briefly summarize each interview conducted.

5. Findings

Findings and Analysis:

Provide analysis based on investigation and evidence.

6. Conclusion & Recommendations

Conclusion:

State the outcome of the investigation.

Recommended Actions:

List any recommended disciplinary action, training, or policy changes.

Investigator Signature

Date: _____

HR Manager Signature

Date: _____

Important Notes:

- This report is confidential and should be stored securely.
- All findings and recommendations should be based on factual evidence and interviews.
- Investigators must remain impartial and thorough throughout the process.
- Complainant and respondent must be informed of outcomes as appropriate.
- Follow organizational policy and local law regarding complaint handling and documentation.